

1783 Friends Way  
Camden, DE 19934  
Phone (302)697-2299  
Fax (302)697-9115

## Application for Building Permit

COMMERCIAL CONSTRUCTION  
Call Miss Utility before you dig: 1.800.282.8555

### OFFICE USE ONLY:

RECEIVED: \_\_\_\_\_  
ISSUED: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_  
DENIED: \_\_\_\_\_

Map# \_\_\_\_\_

Permit# \_\_\_\_\_

### Job Site:

No. \_\_\_\_\_ Street \_\_\_\_\_ Suite \_\_\_\_\_  
Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Phase \_\_\_\_\_

### IDENTIFICATION:

Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Address) \_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Address) \_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Address) \_\_\_\_\_  
\_\_\_\_\_ License No. \_\_\_\_\_

**NOTE:** To avoid a cease and desist order, please ensure all contractors on site are licensed by the Town of Camden.

**INSPECTIONS:** 48 hour notification is required for all inspections, NO EXCEPTIONS.

I, the undersigned, own or act as agent for the owner of the above-referenced property.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

### DESCRIPTION OF PROPOSED CONSTRUCTION:

Total Cost of Improvement \$ \_\_\_\_\_

☐ Commercial building \_\_\_\_\_ Building Area  
☐ Tenant Fit-out \_\_\_\_\_ ZONE: \_\_\_\_\_  
☐ Commercial Addition \_\_\_\_\_ Total Floor Area  
☐ Commercial Renovation \_\_\_\_\_ CURRENT USE: \_\_\_\_\_  
☐ Sign \_\_\_\_\_ No. of Stories  
\_\_\_\_\_ PROPOSED USE: \_\_\_\_\_  
\_\_\_\_\_ No. of Bathrooms

### Foundation

- ☐ Slab on Grade
- ☐ Crawl Space
- ☐ Basement
- ☐ Piers/Pilings
- ☐ Other

### Framing

- ☐ Wood
- ☐ Metal
- ☐ Masonry
- ☐ Concrete
- ☐ Other

### Building Systems

- ☐ New Plumbing
- ☐ New HVAC
- ☐ Elevator (Cert. Req'd)
- ☐ Sprinkler System

### Water

- ☐ CWSWA
- ☐ Tidewater

### Sewage

- ☐ CWSWA
- ☐ Kent County

**TECHNICAL SITE DATA:** Three (3) full sets of stamped construction plans are required for all new construction.

**DESCRIPTION OF MATERIALS:**

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**TOWN OF CAMDEN REQUIREMENTS**

**CONTRACTORS:** All contractors as well as all sub-contractors shall acquire a Town of Camden Business License **prior** to doing work. A current State of Delaware License, current Certificate of Liability, business license application, and license fee are required. Applications may be found on the website, [www.camden.delaware.gov](http://www.camden.delaware.gov) or by visiting Town Hall.

**ADDITIONAL REVIEWS:** The Town of Camden acknowledges review of applications may require review by additional authorities and/or agencies. It is the responsibility of the applicant to ensure review by all required agencies as well as receipt of agency approvals by the Town of Camden Land Used Department prior to commencement of any work. The applicant shall also be responsible for scheduling a preconstruction meeting, to be held at the Camden Town Hall, with attendance by ALL agencies involved in the review process as well as all utility companies.

The following inspections may be required:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Footing  | <input type="checkbox"/> Rough-in (Insulation) | <input type="checkbox"/> Kent Conservation District |
| <input type="checkbox"/> Electrical   | <input type="checkbox"/> Close-in              | <input type="checkbox"/> Fire Marshal               |
| <input type="checkbox"/> Frame  | <input type="checkbox"/> CWSWA                 | <input type="checkbox"/> Final                      |
| <input type="checkbox"/> Plumbing   | <input type="checkbox"/> DelDot                |   |
| <input type="checkbox"/> All other inspections as required by the Inspector |  | <input type="checkbox"/> Other _____                |

**SCHEDULING REQUIREMENTS:**

- An inspection shall be scheduled for the morning (8am – 12pm) or afternoon (12pm-4pm) 48 hours after the request is made.
- Cancellation of Inspections
  - A cancelled inspection request must be received 24 hours prior to the scheduled inspection.
  - Rescheduling a cancelled inspection without 24 hour notice shall be re-scheduled following the above inspection process. A \$75 cancellation/re-inspection fee is required.
- Re-inspections
  - Failed inspections shall be re-scheduled following the above inspection process. A \$75 re-inspection fee is required prior to being placed on the schedule.

**FOR OFFICE USE ONLY:**

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_